



City of Smyrna Department of Community Development COVID-19 Measures Announcement

For the most up-to-date information, visit:

<https://www.smyrnaga.gov/your-government/departments/community-development>

While in the Social Distancing phase of COVID-19 control measures, each of us has a responsibility to think differently about our daily activities and to make sure that we follow all health precautions and directions of the Centers for Disease Control (CDC) <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. This means that we all limit our exposure to each other and that we not gather in groups or participate in activities that may expose ourselves or others to infection.

The Department of Community Development is in operation and conducting business on your behalf; however, access to Brawner Hall is, at present, temporarily unavailable, effective Monday, March 16, 2020 until further notice.

Civil Plan Review Process:

- Submit your plans electronically to Caitlin Crowe – ccrowe@smyrnaga.gov
 - In lieu of a wet seal, each electronic submittal will need to be accompanied by a letter from your architect or engineer of record (**on his or her letterhead**) with the following information:
 - Project name
 - Property address
 - List each page in the set on the letter
 - Signed and sealed by the architect or engineer of record
 - Once submitted, staff will accept a credit card payment over the phone (the City accepts all major cards except American Express). Staff will not accept electronic plans for review without the plan review fee.
 - Upon completion of the plan review, comments will be sent back to the applicant. Resubmittals will follow the same format listed above.
 - Once the plans are approved, staff will send out an email with the remaining documents required for permitting along with the cost of the permit fees. Depending on the documents, staff will either accept them electronically (building permit application, licenses, etc.) or staff will need them sent via first class mail (bonds). Staff will let you know at time of permitting which method to use to submit the documentation.
 - Payment for the land disturbance permit will be taken over the phone in the form of a credit card payment.
 - Staff will then email the building permit packet and the stamped cover page. **These must be printed and kept on site for the duration of the building permit.**
*****It is the architect or engineer's responsibility to ensure that the stamped cover page is attached to the correct, approved set of plans. Any discrepancy between the City's approved plans and the contractor's approved plan is the responsibility of the contractor. *****
- **Permits & Forms:** All forms can be found online [here](#).

Plat Submittal Process:

- Submit your plat electronically along with the plan submittal application to Caitlin Crowe—ccrowe@smyrnaga.gov
 - Once submitted, staff will accept a credit card payment over the phone (the City accepts all major cards except American Express). Staff will not accept new plats for review without the plat review fee.
 - Upon completion of the plat review, comments will be sent back to the applicant. Resubmittals will follow the same format listed above.

- Once the plat is approved, staff will email the applicant to physically come pick up a hard copy of the signed plat from the Community Development office.
 - The applicant will need to take the hard copy to the Cobb County Superior Court to have it recorded. A pdf and dwg copy of the recorded plat must then be sent back to Caitlin Crowe at ccrowe@smyrnaga.gov.
- **Forms:** The plat submittal application can be found online [here](#).